

FOOD MANAGER CERTIFICATION / RECERTIFICATION

Per WI Statutes Chapter 254.71 and the adoption of the WI Food Code applicable to all Food Establishments, each licensed food establishment operation must have at least one manager or operator certified in food protection practices.

The operator or manager of an establishment that is new or undergoing a change-of-operator shall have a certified food manager within 90 days after the business opens or provide documentation that they are scheduled within 3-months to take and pass an approved exam. This requirement is applicable with the effective date of the WI Food Code. 12-201.11

What does Certification mean?

Certification requires that the food establishment permit holder or manager pass one of four DHFS approved exams which tests basic knowledge of food protection practices. Safeguarding patron health is a primary concern of food operations. Food manager certification is Wisconsin's food safety agencies' first level of assurance that operations have a basic understanding of food safety laws and principles.

Does certification apply to all food establishments?

No. Certification is required for most DHFS food establishments but not all. Simple food establishments that serve only single service, individual, already pre-wrapped foods from a licensed food distributor or serve/sell only non-potentially hazardous foods are exempt from the certification requirement. Operators of Temporary Restaurants are exempt from this requirement. Only DATCP establishments that engage in restaurant activities are required to have a certified food manager. Call your licensing authority.

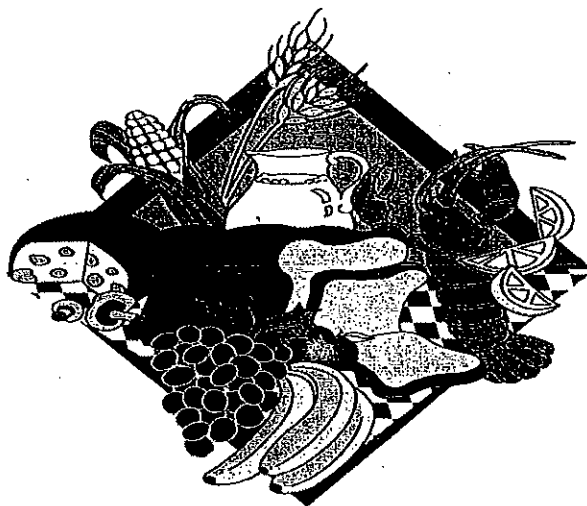
Can an operator with more than one food establishment have the same individual as their certified manager at all locations?

No. Each food establishment must have its own and unique certified manager.

The Operator's Responsibilities

The operator is required to promptly notify the regulatory authority when the designated certified manager terminates employment with their food establishment and supply the regulatory authority with the name and state certification number of the new certified manager. The current certified manager's certificate must be conspicuously posted on the premises.

The regulatory authority could be an agent local public health department, your DHFS Environmental Health Specialist or your DATCP Food Safety Inspector. Contact our office for specific departments or individuals.



How do I obtain certification?

Certification involves: a) taking and passing a DHFS approved exam and b) applying for state certification.

After the exam is taken and passed, the individual must apply for DHFS certification by submitting all of the following:

- Proof of passing one of the exams by providing a copy of an official written statement of certificate from the testing organization-indicating passage of an examination approved for initial certification.
- A check or money order made out to the Department of Health and Family Services in the amount of \$10.00.
- A completed State of Wisconsin Food Manager Certification application form.

The operator or designated manager must take one of four state-approved examinations. These exams are listed with this brochure. A variety of private and public organizations have been authorized by the testing organizations to administer the approved examinations and teach food manager certification courses. These organizations are listed with this brochure. The Division of Public Health only approves the exams and has no control over training courses for initial certification.

Must I take a class in order to pass the exam?

No. The Division of Public Health only requires the passing of an approved examination. An individual's background and knowledge may vary. The type and amount of study and course work are dependent on the individual. However, most examination organizations offer the examination as part of a course on food protection practices.

What is covered on the exam?

The certification exam tests basic knowledge of safe food handling practices and includes but is not limited to:

- Food source and storage
- Employee Health
- Personal Hygiene
- Temperature control of potentially hazardous foods

- Effective hand washing
- HACCP Principles and Practices
- Prevention of food borne illness
- Equipment cleaning, maintenance, and storage practices
- Toxic product use/storage
- Manager responsibilities and duties, Etc.

How much will it cost?

Cost of the exam varies with the examination organization that administers it. Cost depends on whether the exam accompanies a text, classroom instruction, or other training aids. For information regarding course/exam cost and schedules, contact one of the organizations listed with this brochure. No matter who pays for the training, exam or certification, the certificate belongs to the individual person who is certified. The cost of state certification is currently \$10.00.

I took and passed this exam a long time ago, can I still apply for WI certification?

Yes, but no more than three years is the time limit for past examination.

Expiration Date

If the WI certification is applied for *within* 12 months of passing the approved examination, the certificate expires five years from the date of the department's issuance.

If the WI certification is applied for *more* than 12 months of passing the approved examination, the certificate expires five years from the examination date.

If an individual is applying for reciprocity from another state's certification requirement, the WI certification will expire five years from the date of issuance of the other state's certificate.

What examinations are DHFS approved for initial certification?

The following examinations are approved for manager certification:

- ServSafe (SS) Examination, by the Educational Foundation of the National Restaurant Association.
- The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination
- National Assessment Institute's (NAI) Certified Professional Food Manager Examination from Expor Assessment, Clearwater, Florida.
- Dietary Manager's Association (DMA) Food Sanitation and Safety Examination from the Certifying Board of the Dietary Manager's Association.

Information regarding the above examinations can be obtained from the organizations listed with this brochure.

Details of the Food Manager Certification Program are available in Chapter 12 of the WI Food Code. Consult our web site at: http://www.legis.state.wi.us/rsb/code/hfs/hfs196_app.pdf

Recertification

All food manager certifications expire five years from the date of issuance with the exceptions mentioned. A state approved recertification-training course is required to renew food manager certification. Only a course, not an exam, is minimally required for recertification. Although repeating a written examination will suffice for the recertification requirement. The intent of recertification is to provide continuing education for the food manager.

How do I become recertified?

In order to renew a Food Manager Certificate, a certified food manager must meet all of the following requirements for recertification:

- Complete a state approved recertification course;
- Submit a copy of a letter or dated certificate from the organization that administered the state approved recertification/certification course regarding attendance and completion;
- Or, take and pass another WI approved examination, the same as initial certification;
- Complete a recertification application; and
- Submit a check or money order for \$10.00 with the application.

GRACE PERIOD: All certified food managers have 6 months from the date of expiration to renew their certifications by attending an approved recertification course. If a food manager has not renewed their certification within the 6-month grace period, their certification can only be renewed by taking and passing a DHFS approved examination required for initial certification.

Persons requesting recertification may do so up to one year before the expiration date of their food manager certificate. There will be no penalty for early recertification. Renewal certificates issued within the 12-months of a certificate's expiration date will be effective from five years from the expiration date of the original certificate.

Where can I get information regarding certification courses and examinations?

You may obtain information about certification courses and exams on the attached sheet. For further information regarding, certification applications, to submit certification materials or for a completed listing of organizations providing certification exams or recertification courses, contact:

The Division of Public Health
Food Safety and Recreational Licensing
James Kaplanek
P. O. Box 2659
Madison WI 53701-2659
608-266-2835, 608-261-8361
Fax: 608-267-3241
kaplajh@dhfs.state.wi.us

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FOOD MANAGER CERTIFICATION & RECERTIFICATION RESOURCE GUIDE

The following trade and industry groups, technical colleges and food service consultants provide courses and state approved examinations for initial food manager certification. In addition, groups and organizations approved to provide a food manager **recertification (FMR)** training course are listed.

TRADE & INDUSTRY GROUPS

Wisconsin Restaurant Assoc. **(SS) (FMR) (ONL-C) (ONL-R)**

2801 Fish Hatchery Road
MADISON, WI 53713-3197
Neacia Pacheco (800) 589-3211 or
(608) 270-9950
npacheco@wirerestaurant.org

Tavern League of WI **(FSP) (FMR) (ONL-C) (ONL-R)**

2817 Fish Hatchery Road
MADISON, WI 53713-5005
Cindy Roehl (800) 445-9221 or (608) 270-8591
info@tlw.org

National Registry of Food Safety Professionals, Inc. **(FSP)**

5728 Major Boulevard, Suite 750
ORLANDO, FL 32819
Ed Brosman (800) 446-0257 & Sara Demko
(800) 446-0257
marketing@nrfsp.com

National Environmental Health Assoc. **(FSP) (ONL-C)**

NEHA Training LLC
720 S. Colorado Boulevard, Suite 900-S
DENVER CO 80246-1960
Tech Support (800) 442-1149
support@nehatraining.com

360 Training/Learn2Serve **(ONL-R)**

13801 N. Mo. Pac Expressway
AUSTIN, TX 78727
Janiece Attal (512) 539-2745
Janiece.attal@360training.com

FOOD SERVICE CONSULTANTS

Andy Bozeman **(SS) (FMR) (ONL-R)**

PO BOX 3134
Montgomery, AL 36109
(334) 834-1714
AndyBozeman@FoodSafetyTrainingCenter.com

FOOD SERVICE CONSULTANTS

Associated Management Services **(TP)**

P.O. Box 336
PORTAGE, WI 53901
Gil Meisgeier (608) 742-5054
gambet@merr.com

A\Viands Food & Service Management **(FMR)**

1751 W. County Road B, Suite 300
ROSEVILLE MN 55113
Terri Brooks & Renee Arbogart (651) 203-3241
tbrooks@aviands.com

Chefcertification.com **(ONL-R)**

P. O. Box 177
BEND OR 97709-0177
Amber Johnson (888) 388-9877
ajohnson@ingrain.com

CHS Training Services/Retail Operations Training Co. **(SS) (FMR)**

P. O. Box 28368
ST. PAUL MN 55128
Bob Gumatz (651) 355-4788 (651) 587-8948 (Cell)
bob.gumatz@chsinc.com

City of Mequon **(FMR)**

Bruce Kress R.S.
11333 N. Cedarburg Road
Mequon, WI 53092
262-343-2050
bkress1@wi.rr.com

Cousins Subs **(FMR)**

N83 W13400 Leon Road
MENOMONEE FALLS WI 53051
John A. Krahn (262) 250-2813
jkrahn@cousinssubs.com

Creative Mgmt. Institute/Supervalu, Inc. **(FMR)**

19011 Lake Drive East
CHANHASSEN MN 55317
Nori Haverstock (952) 294-7879
Nori.Haverstock@supervalu.com

FOOD SERVICE CONSULTANTS

Doris Rittenmeyer **(FMR)**

2181 Westminster Circle
Coralville, Iowa 52241
(319) 631 1224
BDRittenmeyer@q.com

DS Training **(SS) (FMR)**

2071 White Wolf Lane
KAUKAUNA WI 54130
Todd Drew, R.S. (920) 209-9546
dstraining.foodsafety@gmail.com

Food Concepts, Inc. **(TP)**

8551 Research Way, Suite 200
MIDDLETON WI 53562
Brad Duesler (608) 831-5006
bduesler@foodconcepts.net

Food Safety 4 U **(FSP) (FMR)**

3001 N. 9th Street
WAUSAU WI 54403
Mary Myszka (715) 432-7432
sanitarianmary@charter.net

Food Safety Institute **(SS) (TP)**

8543 Keeler Avenue
SKOKIE IL 60076-2011
Steve Prentice (847) 470-1080

Foodsafe **(FMR)**

P. O. Box 121
GLENWOOD MN 56334
Todd Appel (320) 766-6098
toddtim@charter.net

Foodservice Safe LLC **(SS) (FMR)**

25 East Mallard Lane
LAKE FOREST IL 60045
John Gescheidle (847) 254-5405
John@Foodsafetyolutions.net

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FOOD SERVICE CONSULTANTS (Continued)

Fran Passmore **(SS)**
 607 W. First Street
 Box 832
 MONONA IA 52159
 Fran Passmore (563) 539-2970 Cell: (563) 380-0881
gfpassmore@acrec.com

Mike Glasgow, RD, CD OAA Consultant / Nutrition
 Specialist **(FMR)**
 Greater Wisconsin Agency on Aging Resources, Inc
 125 N Executive Drive, Suite 207,
 Brookfield, WI, 53005
 (262) 821-4444
Robert.kellerman@gwaar.org

Hospitality Careers Training Center **(FMR)**
 2751 Hennepin Avenue S, #297
 MINNEAPOLIS MN 55408-1002
 Martin Pemberton (612) 216-3987
martin@hospitalitytrainingcenter.com

Indianhead Foodservice **(SS) (FMR)**
 313 Hastings Place
 P. O. Box 1506
 EAU CLAIRE WI 54702-1506
 Glennis Kitzrow (715) 852-0931 (800) 873-0131
gkitzow@callifd.com

Jack Koury, Consultant **(FSP) (FMR)**
 11 Far Hills Avenue
 FAR HILLS NJ 07931
 Jack Koury (908) 532-0465
jtkoury@yahoo.com

Kessenich's Ltd. **(SS)**
 131 South Fair Oaks Avenue
 MADISON WI 53704
 John Stein (800) 248-0555 or
 (608) 249-5391
jstein@kessenichs.com

Kettle Moraine Schools **(FMR)**
 563 A J Allen Circle
 WALES WI 53183
 Sharon Boos (262) 968-6300 Ext. 5323
sharon@kmsd.edu

FOOD SERVICE CONSULTANTS (Continued)

Mackesey & Associates **(SS)**
 6000 Gisholt Drive, Suite 200
 MADISON WI 53713
 Sheila M. Palinkas (608) 772-1510 or (608) 270-1178
sheila@mackesey.com

National Environmental Health Association **(ONL-R)**
 Attn; Christine Hollenbeck, Product Development
 720 S. Colorado Blvd. Suite 100N
 Denver, CO 80246
 (303) 756-9090
rbaker@neha.org

Nick Training & Consulting **(FSP) (SS)**
 250 Prairie Center Drive, Suite 219
 EDEN PRAIRIE, MN 55344-7911
 Douglas Nick (952) 942-6235
dnicktc@msn.com

Northern Sun Consulting **(FMR)**
 P. O. Box 2704
 BAXTER MN 56425
 Rob Carper (218) 828-0214
brookbob@uslink.net

Premier Food Safety **(FSP) (SS) (ONL-C)**
 Dirk Yoo (800) 676-3121
www.premierfoodsafety.com

Professional Server Certification Corporation **(ONL-R)**
 P. O. Box 303
 MADISON SD 57042
 Hannah DeWeerd, 605-427-2905
hannah@Rserving.com

RCMT LLC **(SS) (FMR)**
 405 W. Oak Street
 COTTAGE GROVE WI 53527
 Gary Kraus, President (608) 661-8510
gkrause@msn.com

FOOD SERVICE CONSULTANTS (Continued)

Reinhart Food Service **(SS) (FMR)**
 1500 St. James Street
 LA CROSSE WI 54602
 Meredith Hink, (608) 784-2540 Ext. 805

Restaurant Solutions **(SS) (FMR)**
 Glenn D'Amour CEC, Culinary Arts Instructor
 901 9th Avenue
 Superior, WI 54880
 218 336-8975 ext 4053
glenn.damour@duluth.k12.mn.us

RMJ Consulting, LLC
 Rose Johnson, RDCD
 10553 24th Avenue
 Eau Claire, WI 54703
 715-571-0355
rmjconsult08@yahoo.com

The SafeDining Association **(SS) (FMR)**
 P. O. Box 637
 DOWNERS GROVE IL 60515
 Guy T. Rallo (630) 434-0588

Subway – North Central **(FMR)**
 6250 Excelsior Blvd., Suite 203
 MINNEAPOLIS MN 55416
 Tom Messina (952) 278-3145

Sysco – Minnesota **(FMR)**
 2400 County Road J
 ST. PAUL MN 55112
 Colleen Zenk (800) 937-9726
zenk.colleen@min.sysco.com

TAP Series **(SS) (TP) (FSP) (ONL-C) (ONL-R)**
 5655 Lindero Canyon Road, Suite 501
 WESTLAKE VILLAGE CA 91362
 Phone No. (888) 826-5222
www.tapseries.com

FOOD SERVICE CONSULTANTS (Continued)

Upper Lake Foods **(SS) (FMR)**
9875 Friar Drive
EDEN PRAIRIE MN 55347
Roxanne Williams (952) 942-8645

Valley Management Inc. **(FMR)**
18 Jewelers Park Drive, Suite 100
NEENAH WI 54956
Dan Kuen (920) 725-8969

Wisconsin Food Safety Services LLC **(SS) (FSP) (FMR)**
5155 Island Road
BUTTE DES MORTS, WI 54927
Dave Flora (920) 582-3249
daveflora@wisconsinfoodsafety.com

WISCONSIN TECHNICAL COLLEGE SYSTEM

Blackhawk Technical College **(SS) (FMR)**
Joe Wollinger (608) 757-7696
jwollinger@blackhawk.edu

Chippewa Valley Technical College **(SS) (FMR)**
(Chippewa Falls, Eau Claire, Menomonie, River Falls & Neillsville)
Barbara Hoffman (715) 858-1844
bhoffman@cvtc.edu

Fox Valley Technical College **(SS) (FMR)**
Aimee Niendorf (920) 236-6132
Niendorf@fvtc.edu

Gateway Technical College **(FMR)**
Grace Kragness (262) 619-6716
kragnessg@gtc.edu

Lakeshore Technical College **(SS) (FMR)**
Christiane Brunette (920) 693-1228
Christiane.brunette@gotoltc.edu

Madison Area Technical College **(SS) (FMR)**
(Madison, Watertown, Fort Atkinson & Reedsburg)
John Johnson (608) 246-6707
jjohnson@matcmadison.edu

WISCONSIN TECHNICAL COLLEGE SYSTEM

Mid-State Technical College **(SS) (FMR)**
Beth Smith (715) 342-0339
Beth.smith@mstc.edu

Moraine Park Technical College **(SS) (FMR)**
Dan Pahlow (920) 924-3333
dpahlow@morainepark.edu

Nicolet Area Technical College **(SS) (FMR)**
Kyle Gruening (715) 365-4446
gruening@nicoletcollege.edu

Northcentral Wisconsin Technical College **(FSP) (FMR)**
Theresa Gutsch (715) 803-1335
Gutsch@ntc.edu

Northeast Wisconsin Technical College **(SS) (FMR)**
Pam Kuffel (920) 498-5431
Pamela.Kuff@NWTC.edu
Linda Kozelek (920) 498-6962
linda.kozelek@nwtc.edu

Southwest Wisconsin Technical College **(SS) (FMR)**
Jenny Strand (608) 822-2420
jstrand@swtc.edu

Waukesha County Technical College **(SS) (FMR)**
Timothy Graham (262) 691-5322
tgraham@wctc.edu

Western Technical College **(SS) (FMR)**
Suzanne Tanke (608) 785-9886
tankes@westerntc.edu

Wisconsin Indianhead Technical College **(SS) (FMR)**
(Ashland, Rice Lake, New Richmond & Superior)
Wendy Loy (715) 234-7082 Ext. 5212
Wendy.loy@witc.edu

AGENT HEALTH DEPARTMENTS

Barron County Health Department
330 East LaSalle Avenue, Room 338
BARRON, WI 54812
Carol Johnson, R.S (715-418-1104)
carol.johnson@co.barron.wi.us

Bayfield County Health Department (FMR)
117 East 6th Street
Washburn, WI 54891
Michele Dale (715-373-6109)
mdale@bayfieldcounty.org

Douglas County Health Department **(FMR)**
1316 N. 14th Street, Suite 32
SUPERIOR WI 54880
Brian Becker (715) 395-1304
brian.becker@douglascountywi.org

Polk County Health Department **(SS) (FMR)**
100 Polk County Plaza, Suite 180
BALSAM LAKE WI 54810
Brian Hobbs, R.S. (715) 485-8532
brianh@co.polk.wi.us

Sheboygan County Human Services **(SS) (FMR)**
1011 North Eighth Street
SHEBOYGAN WI 53081
Bruce Kress, R.S. (920) 459-4347
kressbck@co.sheboygan.wi.us

STATE HEALTH DEPARTMENTS

Division of Long Term Care **(FMR)**
Bureau of Aging & Disability Resources
P. O. Box 7851
MADISON WI 53707-7851
Ann Ramsey, R.D., C.S.G., C.D. 608-266-5743
ann.ramsey@wisconsin.gov

CONTINUED ON REVERSE SIDE

SS - ServSafe, Educational Foundation of the National Restaurant Association, Chicago, IL
TP - Thomson Prometric, Baltimore, MD (Formerly Exuper Assessments)
FSP - The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination, Orlando, FL
FMR - State Approved Food Manager Recertification Course (course not acceptable for initial certification)
ONL-C -Online Course Available/Food Manager Certification
ONL-R -Online Course Available/Food Manager Recertification

For information regarding certification applications, recertification course approvals, certification examination approvals, or to submit certification materials, contact:

**Division of Public Health
Food Safety and Recreational Licensing
P. O. Box 2659
MADISON, WI 53701-2659
(608) 266-2835
Fax: (608) 267-3241**

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